

TRC
 8/29/19
 TRC
 9/24/19
 Memo 8/29/19
 2019-2020 Peer Faculty Evaluations Calendar

AUGUST 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
					Plenary	
18	19	20	21	22	23	24
	PRC committees formed for all tenured					
25	26	27	28	29	30	31
	Faculty evaluates for Fall 2019.					

August 19–August 30
 Department chairs and tenured faculty evaluatees determine Peer Evaluation Committee (PRC) and report committee membership to TERB office. Evaluatee provides student evaluation method (e.g. two classes) and class selection data (if applicable) to TERB. TERB approval required for PRC Chair when the evaluatee is the current department chair.

SEPTEMBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
	Evaluation packets sent out to PRC chairs					
29	30					

September 20–27 For permanent faculty that are being evaluated in Fall 2019, the TERB office sends student evaluation packets to PRC chairs for face-to-face classes.

OCTOBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
	Student evaluations & observations					
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	Student evaluations & observations					
20	21	22	23	24	25	26
27	28	29	30	31		

Sept 30 – Nov 1 Student evaluations for semester-length classes are conducted in this timeframe (not before). For face-to-face classes, it may be convenient for the evaluator to conduct their observation on the same date that student evaluations are administered. However, the observation for full-length 16-week classes may occur anytime between the 4th and 14th week of Fall 2019.*
 Please send completed student evaluations to the TERB office as soon as they are completed.

NOVEMBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12				
17	18	19				
24	25	26				
	Fall Break					

November 4 DUE date!

- Completed student evaluation packets are due in the TERB office.
- Deadline for tenured faculty evaluatee to submit all relevant material to the PRC chair: (1) Self Evaluation Form with professional development and (2) other relevant course materials.

December and January:

- Once tabulated student evaluations have been returned to PRC chair, the PRC committee reviews evaluation results and writes evaluation report.
- Evaluators should refer to the *Peer Checklist* found on the TERB website for components of the evaluation report.

January 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
	Evaluation packets sent to TEC chairs					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	Student evaluations					
22	23	24	25	26	27	28
	Spring break					
29	30	31				

APRIL 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
5	6	7	8	9	10	11
	Student evaluations					
12	13	14	15	16	17	18
19	20	21	22	23	24	25

****** Once the report is written and signed by the committee members, the report (including evaluation, classroom or workplace observation, and signatures from PRC members and department chair) is sent to TERB to collect the dean/director signature and VP signature. The TERB office will then return the report to the committee to hold the meeting with the evaluatee and obtain the evaluatee's signature. Then, the final, signed report is remitted to TERB. *Evaluatees have 10 business days from the date of review with their PRC to attach any official response to their evaluation. Contact the TERB Coordinator if you have questions or concerns regarding the evaluation.*

January 27 – February 21

PRC meets with evaluatee to review evaluation. A copy of the student evaluations is provided to evaluatee at this time (after grades have been posted).

FEBRUARY 24 DUE date!

February 24 Final & complete Peer Evaluation Review Report due in TERB office (including all required evaluation materials) for those faculty evaluated in **FALL 2019**.*

March 2 - 6 TERB office will send student evaluation materials to PRC chairs for tenured faculty being evaluated in Spring 2020.

March 9 – April 18 Student evaluations conducted in this timeframe (not before). Please send completed student evaluations to the TERB office as soon as they are completed so the TERB office has ample time to tabulate the results.

APRIL 20 DUE date!

- Completed student evaluation packets are due in the TERB office for Spring 2020 evaluatees.
- Deadline for tenured faculty evaluatees (Spring 2020) to submit all relevant material to the PRC chair: (1) Self-Evaluation Form with professional development and (2) other relevant course materials.

April & May

- Tabulated student evaluations are e-mailed to PRC Chair
- Evaluators should refer to the Peer Checklist found on the TERB website for components of the evaluation report.

By September 16:

- PRC meets with the evaluatee to review the completed evaluation report. A copy of the student evaluation is provided to the evaluatee at this time (after grades are posted).**